

# OFFICE SOFTWARE APPLICATIONS - UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies  
www.kent.edu/cats

## About This Program

The Office Software Application undergraduate certificate provides a solid background in Microsoft Office software applications to assist individuals in becoming productive office workers. The program enables students to establish or update skills using the latest version of software that is commonly used in offices today.

## Contact Information

- **John Baker** | jbak96@kent.edu | 330-308-7570
- Speak with an Advisor
  - Ashtabula Campus
  - Tuscarawas Campus
- Chat with an Admissions Counselor

## Program Delivery

- **Delivery:**
  - In person
- **Location:**
  - Ashtabula Campus
  - Tuscarawas Campus

## Examples of Possible Careers and Salaries\*

### Receptionists and information clerks

- 3.6% about as fast as the average
- 1,105,300 number of jobs
- \$31,110 potential earnings

\* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

## Admission Requirements

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have

open enrollment admission for students who hold a high school diploma, GED or equivalent.

Some programs may require that students meet certain requirements before progressing through the program. For programs with progression requirements, the information is shown on the Coursework tab.

For more information on admissions, contact the Regional Campuses admissions offices.

## Program Requirements

### Certificate Requirements

Code	Title	Credit Hours
<b>Certificate Requirements</b>		
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
OTEC 16620	WORD PROCESSING I	3
OTEC 16621	WORD PROCESSING II	3
OTEC 16625	BUSINESS PRESENTATIONS	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
OTEC 26640	CURRENT TECHNOLOGIES	3
<b>Minimum Total Credit Hours:</b>		<b>21</b>

## Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
2.000	2.000

- Students must complete a minimum of 15 credit hours of the certificate curriculum at Kent State University.
- Maximum 6 credit hours of transfer credits may be used as long as letter grades appear on original transcripts.